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Executive Registry

62-4004

11 June 1962

MEMORANDUM FOR: Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations  
1-31 May 1962*DCI & DDCI  
advised on  
2 July*1. CABLES PROCESSED

- a. CIA cables totaled 16, 984 IN cables, 6, 777 OUT cables, 1, 317 TD's and 910 miscellaneous items for a total of 25, 988 work items. This represents an increase of 1, 698 or 7. 5% more than the 1961 monthly average of 24, 135 work items.
- b. Non-CIA cables totaled 11, 537, a decrease of 835 or 7% below the 12, 372 monthly average for 1961. The May 1962 total is one cable less than April 1962.
- c. The combined work units of CIA and non-CIA Cable Secretariat including miscellaneous and service requests totaled 38, 165 items or 1, 232 items each 24 hour day including Saturdays, Sundays and holidays.
- d. One thousand two hundred eight (1, 208) cables or 5% of all cables processed were furnished to the Director as compared to 559 or 2. 5% for April 1962.

2. PERSONNEL

We are still two persons short of our T/O of [ ] persons.

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3. GENERAL

I am in the process of preparing for your consideration a proposed revision of our T/O which will involve a request for a few additional slots as well as the upgrading of some slots. The increase in slots is needed as a result of the current requirement to process non-CIA cables on an around the clock schedule and to maintain our processing standards for CIA cables, the volume of which has increased substantially since our T/O was last revised in 1955. At that time we prepared a study based on 1954 figures showing production for an average month of 12, 088 CIA cables. Based on the figures shown, our T/O was increased from [ ] but was shortly thereafter reduced to a ceiling strength of [ ] We are now (January-May 1962) processing an average of 24, 547 CIA cables with the same ceiling of [ ] (We process an additional 12, 432 non-CIA cables a month, for which we have a T/O of 13.) Using 1954 base figures, we are now processing 12, 459 more CIA cables a month, or an increase of 103%. With the same base (1954), and including non-CIA cables,

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25X1A we are processing 36,979 cables (CIA and non-CIA), with an authorized  
25X1A strength of [REDACTED] which indicates an increase  
of 206% per month with an increase in our T/O of but [REDACTED] I believe that  
these figures, plus the need to process non-CIA cables around the clock  
(such was not the case prior to this year), and the time lag in hiring and  
training people necessitates a revision of our T/O in order to meet the  
standards demanded by our "customers".

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✓  
Cable Secretary

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